

TABLE OF CONTENTS

Council Meeting

January 6, 2016

AGENDA..... 1

MEMO..... 2

MINUTES:

December 16, 2015 Regular Meeting..... 4

January 4, 2016 Special Meeting..... 9

POLICY & LEGISLATION:

CDBG Priority List for 2016 Projects 10

UDOT Sidewalk Safety Grant 11

NOTICE OF PUBLIC MEETING

TO THE PUBLIC AND RESIDENTS OF VERNAL CITY: Notice is hereby given that the **VERNAL CITY COUNCIL** will hold a regular meeting on **Wednesday, January 6, 2016 at 7:00 p.m.** in the Vernal City Council Chambers at 374 East Main St, Vernal, Utah.

A G E N D A

7:00 p.m.

OPENING CEREMONY

1. Welcome
2. Invocation or Uplifting Thought
3. Pledge of Allegiance

STANDING BUSINESS

1. Approval of Minutes of December 16, 2015 Regular Meeting
2. Approval of Minutes of January 4, 2016 Special Meeting

POLICY & LEGISLATION

1. CDBG Priority List for 2016 Projects – Ken Bassett
2. Request for Approval of UDOT Sidewalk Safety Grant

ADMINISTRATIVE REPORTS

- | | |
|---------------------------------|--------------------------|
| 1. Uintah Impact Mitigation SSD | 4. Uintah Health SSD |
| 2. Youth City Council | 5. Consolidated Dispatch |
| 3. Sewer Management Board | |

ADJOURN

NOTE: In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Ken Bassett at 374 East Main, Vernal, Utah 84078 or phone (435) 789-2255 at least three days before the meeting.

MEMORANDUM

TO: Mayor & City Council
FROM: Ken Bassett, City Manager
RE: *Agenda Items of January 6, 2016 Council Meeting.*

POLICY & LEGISLATION

1. **CDBG Priority List for 2016 Projects – Ken Bassett:** Every year we have the opportunity to participate in the CDBG program (Community Development Block Grant) which is, in essence, federal funding coming to the State of Utah and to local governments for the purpose of completing projects that generally are for the purpose of benefitting low to moderate income families and other types of projects that improve the community. For the past several years, our effort has been using these funds for low to moderate income housing improvements for housing projects that are owned and operated by the Uintah Basin Assistance Council. Also a few years ago, we used CDBG funds for the purpose of purchasing and making improvements to the Women's Shelter in our community.

We are required by the CDBG guidelines to indicate from year to year what we would like to use these CDBG funds for and have the Council approve the list in order that it can be considered by the Uintah Basin Association of Governments, as well as the State of Utah CDBG program. I have included in this priority list only the one item which would be for the improvements to low to moderate income housing that is generally owned and operated by the Uintah Basin Assistance Council. I will be working with Marcie Buka on these improvements and will let the Council know where we are with our application to the CDBG program and future funding.

2. **Request for Approval of UDOT Sidewalk Safety Grant:** Included in your packet, I have provided for you a copy of an email received from UDOT which congratulates Vernal for qualifying for a safety sidewalk grant to be used for the installation of curb, gutter and sidewalk over by Discovery Elementary on 1200 South.

For the past several years, we have been working with the School District to determine the best way to make pedestrian travel for young students safe, especially considering the fact that you have parents who are dropping their kids off at school and picking their kids up after school. Certainly, one thing that has been lacking in the safety issues at this location is a sidewalk on 1200 South. Sarah Gray, who has volunteered her time, put together an application to UDOT to receive funding for this project and has been very helpful in planning and implementing the project, knowing it had great benefit for Discovery Elementary. As you can see from the email, the City is fortunate to receive well over \$200,000 in grant money. Our matching requirement is around 6 1/2 % of the total project. We are presently working with CRS Engineers who have indicated their willingness in donating much of the

engineering work associated with this project rather than having to come up with all of the cash match. We will discuss this further at the Council meeting. I feel that it is certainly to the benefit of this neighborhood, to the school and community to have this sidewalk put in place so the students can have safer pathway to and from school.

**MINUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD
DECEMBER 16, 2015** at 7:00 p.m. in the Vernal City Council room, 374 East Main,
Vernal, Utah 84078.

PRESENT: Councilmembers Ted Munford, Dave Everett, Samantha Scott, Bert Clark and Mayor Sonja Norton. Councilmember JoAnn Cowan was excused.

WELCOME: Mayor Sonja Norton welcomed everyone to the meeting.

INVOCATION OR UPLIFTING THOUGHT: An invocation was given by Mayor Sonja Norton.

PLEDGE OF ALLEGIANCE: The pledge of Allegiance was led by Councilmember Dave Everett.

APPROVAL OF MINUTES OF DECEMBER 2, 2015 REGULAR MEETING:
Councilmember Ted Munford moved to approve the minutes of December 2, 2015. Councilmember Dave Everett seconded the motion. The motion passed with Councilmembers Munford, Everett, Scott, and Clark voting in favor for a unanimous vote.

APPROVAL OF MINUTES OF DECEMBER 7, 2015 SPECIAL MEETING:
Councilmember Dave Everett moved to approve the minutes of December 7, 2015. Councilmember Samantha Scott seconded the motion. The motion passed with Councilmembers Munford, Everett, Scott, and Clark voting in favor for a unanimous vote.

REQUEST FOR APPROVAL AND ACCEPTANCE OF INFRASTRUCTURE FOR ROCKVILLE ESTATES: Ken Bassett presented a summary of the infrastructure inspection report for Rockville Estates. He explained that a more comprehensive report prepared by the City's Infrastructure inspector, Clint Morton, was also included in the Council packets for this meeting along with recommendations. Rockville Estates is a Planned Unit Development (PUD) built in 2007 located at 700 West around 700 South in Vernal which includes 17 property owners. As is the case not only in Vernal, but throughout Utah, PUD's are built with provisions where setbacks and density might be different from typical subdivisions, and the infrastructure, many times, remains privately owned so it is not necessarily built in compliance with City specifications. Rockville Estates has requested the City take over the infrastructure so the City generated the inspection report. A meeting was held on December 10th with the Homeowners Association for Rockville Estates to go over the report. In 2010, the City had a discussion with some of the homeowners regarding the acceptance of the infrastructure, primarily the streets, curb, gutter and sidewalks, and it was determined that improvements needed to be done before the City could consider taking over these items. Rockville Estates has taken significant steps to make improvements especially on the curb, gutter and sidewalks and with minor corrections, that infrastructure can be accepted by the City. The utilities were also reviewed including water, sewer and storm drainage which would take major improvements to meet City specifications. The Public Works Committee also met to review the findings and consider what could be done for these homeowners.

MINUTES OF THE REGULAR VERNAL CITY COUNCIL MEETING HELD DECEMBER
16, 2015

Mr. Reed Critchfield, HOA president for Rockville Estates, stated that most of the homeowners were not aware that the City did not own the infrastructure when they purchased their properties, nor did they want to be the owners of the infrastructure. Over \$30,000 has been spent to correct the curb, gutters and sidewalks, especially dealing with ADA requirements, so the City would consider accepting those improvements. He noted that the City has been extremely cooperative and asked the Council to consider helping them as 17 homeowners cannot sustain the infrastructure. Councilmember Clark noted that this subdivision was built in a high water table area and asked what was done to satisfy drainage problems. Mr. Critchfield stated that the homeowners installed a french drain with the help of neighboring property owners who allowed the subdivision to infringe on their property to install it. The drain has alleviated most of the ground water issues with some homes still using pumps that work during any significant rain fall.

Ken Bassett stated that although the request to accept the infrastructure did not include the utilities, the conclusion from the meeting is that the Rockville HOA would like the City to consider them as well. The roadway, for the most part, was built to City standards once the road is chipped and sealed. There are still some areas on the north side that have problems with the sidewalk, but most of these improvements are acceptable as well as the curb and gutter. It is not known if the water system was installed based on State requirements, and the State Division of Water Quality will need to be contacted to see if the system is acceptable. The water is delivered from Vernal City through an 8" line to two master meters. The lines from the master meters go down each side of the subdivision and supply the homes. This is a unique system with the HOA paying the bill off the two master meters. The City's water and sewer superintendent believes the main water lines can be inspected, to some degree, and if they meet the State standards, the City could accept the lines. The sewer system is in good shape and can be accepted after video inspection. The storm water system is undersized and does not meet City standards. Reed Critchfield agreed that although the utilities were not included in the initial request, the homeowners would like to include those in their request and move forward. Ken Bassett suggested the HOA contact the Uintah Transportation District to get the cost for sealing the road so the City can accept it, and the City will help with that process if the Council agrees. Also, the property will need to be dedicated as a street for the City. One other item that came up is a turnaround that is needed for emergency vehicles and snow plows. There is a small side street that the fire marshal agreed would work for that purpose. Permission would be needed from the HOA and neighboring property owners to use it for emergency needs. Councilmember Clark asked where the snow from the roads would be placed. Ken Bassett stated the street crew would work with property owners to place it somewhere in the subdivision. Councilmember Dave Everett stated he drove through Rockville and would like to see the City help them come up with solutions so the City can accept the infrastructure. Councilmember Clark asked what it will take to meter each home for water and sewer utilities. Ken Bassett stated it would be a substantial cost to install meters to each home and the service lines would need to be put in the roadway which would cause considerable excavation. After further discussion, Councilmember Dave Everett moved to proceed forward to work out the issues with the Rockville Estates HOA, to correct the infrastructure so it meets Vernal City requirements and bring this issue back to the Council for formal acceptance once the infrastructure meets City standards. Councilmember Bert Clark seconded the motion. The motion passed with Councilmembers Everett, Clark, Scott and Munford voting in favor.

REQUEST FOR AMENDMENT TO THE VERNAL CITY MUNICIPAL CODE - SECTION 13.08.020 - CUSTOMER DEPOSITS - ORDINANCE NO. 2015-26: Mike Davis, Finance Director, explained that there has been some confusion on deposits necessary to turn on water service. Ordinance No. 2015-26 will clarify that a renter has to pay a deposit, and if they make timely payments, they will receive the deposit back after 12 months. A property owner is required to sign a payment guarantee form to guarantee the utility payments will be made. If a renter skips out and does not pay the water bill, the property owner is responsible. Mayor Norton asked what happens if the renter does not sign the forms or pay the deposit. Mike Davis answered that the water bill will remain in the name of the owner, and if there is no payment guarantee the water will not be turned on. Councilmember Clark asked what the purpose is of this change. Mike Davis stated that in some cases landlords are renting property to renters who are not paying the water bills. The owners are then wanting to allow the next renter to move in with an outstanding water bill on the property. The City is ending up as a collection agency where no one is being responsible to pay the water bills. Councilmember Clark stated that if a water line breaks with a renter in the home, it could leave a large debt for the owner. Mike Davis stated the City tries to go after the renter first for any outstanding bill, but if they do not pay it, the owner will be billed, and it must be paid before the next renter moves in. Ken Bassett stated that there are some responsibilities that you assume when you become a landlord, and this is one of them. If there is a water leak on the home side of the water meter, it is the responsibility of the homeowner. Having a payment guarantee is critical to managing the water system. Mike Davis stated that the City goes beyond State requirements before shutting off water for non-payment. *Councilmember Samantha Scott moved to approve Ordinance No. 2015-26. Councilmember Ted Munford seconded the motion. The motion passed with the following roll call vote:*

Councilmember Munford..... aye;
Councilmember Everett..... aye;
Councilmember Scott..... aye;
Councilmember Clark..... aye.

REQUEST FOR APPROVAL OF FEES FOR CHARGES FOR SERVICES, WATER DEPOSITS - RESOLUTION NO. 2015-18: Mayor Norton noted that this Resolution changes the water bill deposit from \$100 to \$150. Mike Davis explained that the current water bill is \$79.70 per month and many times renters get two months behind on their water bill payment so the \$150 deposit is closer to the two months billing. *Councilmember Ted Munford moved to accept Resolution No. 2015-18 increasing the water bill deposit. Councilmember Dave Everett seconded the motion. The motion passed with the following roll call vote:*

Councilmember Munford..... aye;
Councilmember Everett..... aye;
Councilmember Scott..... aye;
Councilmember Clark..... aye.

COUNCIL COMMITTEE ASSIGNMENTS – ORDINANCE NO. 2015-27: Mayor Norton asked the Council to review the committee assignments presented. She noted that she spoke with Council-elect Travis Allan before finalizing the assignments. *Councilmember Ted Munford moved to approve Ordinance No. 2015-27 setting the Council Committee assignments*

MINUTES OF THE REGULAR VERNAL CITY COUNCIL MEETING HELD DECEMBER
16, 2015

for 2016. Councilmember Samantha Scott seconded the motion. The motion passed with the following roll call vote:

Councilmember Munford..... aye;
Councilmember Everett..... aye;
Councilmember Scott..... aye;
Councilmember Clark..... abstained.

UINTAH HEALTH CARE SPECIAL SERVICE DISTRICT APPOINTMENT: Mayor Norton pointed out that she did make a change for the Uintah Health Care Special Service District from Ted Munford to Travis Allan. Councilmember Ted Munford moved to approve the appointment of Travis Allan to this Board. Councilmember Dave Everett seconded the motion. The motion passed with Councilmembers Munford, Everett, Clark and Scott voting in favor.

REQUEST FOR APPROVAL OF 2016 PLANNING COMMISSION MEETING SCHEDULE – RESOLUTION NO. 2015-17: Allen Parker explained that the Planning Commission is comfortable with holding their meetings the 2nd Tuesday of each month. Councilmember Samantha Scott moved to approve Resolution No. 2015-17 setting the Planning Commission scheduled for the 2nd Tuesday of each month for 2016. Councilmember Ted Munford seconded the motion. The motion passed with the following roll call vote:

Councilmember Munford..... aye;
Councilmember Everett..... aye;
Councilmember Scott..... aye;
Councilmember Clark..... aye.

APPOINTMENT OF PLANNING COMMISSION MEMBERS - JIM LINCHETEN AND BROCK SMITH: Allen Parker explained that several members of the Planning Commission are no longer able to serve, and new members have been suggested. Mr. Parker contacted Jim Lincheten and Brock Smith who are willing to serve on the Planning Commission. Mayor Norton stated that Mike Drescel moved out of Vernal City and asked if Mr. Gessell had also moved. Allen Parker stated he simply has new responsibilities and is unable to serve. Mr. Franciso and Mr. Pope are not able to attend the meetings which require an 80% attendance. After further discussion, Councilmember Ted Munford moved to appoint Jim Lincheten as a regular member, move Adam Ray from an alternate to a regular member, appoint Brock Smith as an alternate member and reappoint Rory Taylor as a regular member. Councilmember Samantha Scott seconded the motion. The motion passed with Councilmembers Munford, Scott, Everett and Clark voting in favor.

ADMINISTRATIVE REPORTS

Home Beautification Project:

Councilmember Bert Clark asked the staff to send a letter of appreciation to the owners of the historical home on 400 West 100 North that has been restored.

District Stipends:

MINUTES OF THE REGULAR VERNAL CITY COUNCIL MEETING HELD DECEMBER
16, 2015

Councilmember Clark stated that the Sewer Management Board made the decision to pay a stipend the first of the year for Board members and wondered if the other Districts had to have the City approve the payment. Ken Bassett stated he would bring it to the Council when the other Districts request approval.

Code Enforcement:

Councilmember Bert Clark asked that the Dinosaur Inn be asked to clean up the homes behind the hotel that are still unsightly. Allen Parker stated he would have code enforcement look into it to bring them into compliance. Councilmember Clark requested a report on this issue at the next meeting.

Youth City Council Local Officials Day:

Mayor Norton stated that typically two Councilmembers and the Mayor attend this function with the Youth City Council. Ken Bassett stated there are nine students registered to go. Mayor Norton and Councilmember Scott indicated they would also be attending.

Swearing In Ceremony for Council:

Councilmember Dave Everett reminded Councilmember Samantha Scott and Council-elect Travis Allan that the swearing-in ceremony for the Council will be the 1st Monday in January at noon.

Joint City / County Meeting:

Ken Bassett notified the Council that the next joint City / County meeting have been scheduled for January 25th at 3:30 p.m. here at the Vernal City offices.

The Council wished everyone a Merry Christmas and Happy New Year.

ADJOURN: There being no further business, *Councilmember Samantha Scott moved to adjourn. Councilmember Ted Munford seconded the motion. The motion passed with a unanimous vote and the meeting was declared adjourned.*

ATTEST:

Mayor Sonja Norton

Roxanne Behunin, Deputy Recorder

(S E A L)

1 **M**INUTES OF THE VERNAL CITY COUNCIL SPECIAL MEETING HELD
2 **JANUARY 4, 2016** at 12:00 p.m. in the Vernal City Council room, 374 East Main,
3 Vernal, Utah 84078.

4
5 **PRESENT:** Councilmembers Dave Everett, Samantha Scott, Travis Allan and Mayor Sonja
6 Norton.

7
8 **WELCOME:** Mayor Norton welcomed everyone to this event.
9

10 **SWEARING-IN CEREMONY FOR NEWLY ELECTED COUNCIL:**

11 Judge Clark McClellan stated he is honored to give the oath of office to the Councilmembers and
12 noted that Travis Allan will have big shoes to fill taking JoAnn Cowan's place on the Council.
13 Judge Clark McClellan gave the oath of office to the newly elected Councilmembers, Travis Allan,
14 Dave Everett and Samantha Scott.
15

16 **ADJOURN:** There being no further business, Mayor Norton declared the meeting adjourned.
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23 **ATTEST:**

Mayor Sonja Norton

24
25
26 _____
Roxanne Behunin, Deputy Recorder

(S E A L)

VERNAL CITY
2016 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

CAPITAL IMPROVEMENT LIST

January 6, 2016

1. Low to Moderate Income Housing Improvements and Repairs
2. _____
3. _____
4. _____
5. _____

Mr. Bassett,

Congratulations! Vernal City's Safe Routes to School (SRTS) Infrastructure Application for Discovery Elementary has been selected for funding. The cost estimate we compiled, based on the quantities listed in your application, came to approximately \$208,000. This was a conservative estimate, not an exact amount, however based on that estimate, Vernal City's 6.77% match would be approximately \$14,081.60. Is this estimate still in line with what the City is willing to contribute for the match? Please note, this amount may go up or down slightly, depending on actual quantity pricing once we finalize everything.

This does not serve as a notice to proceed. Once we get a confirmation (via email is fine) on Vernal City's acceptance of the total cost estimate, and the approximate match, we will be in contact to begin the Federal Aid Agreement process between UDOT and Vernal City.

Thank you for your patience and thank you for your applications. We look forward to working with you to improve routes to schools and encourage more walking and biking to school.

Cherissa Olson
School and Pedestrian Safety Program Manager
Utah Department of Transportation
Traffic & Safety Division
cmolson@utah.gov
www.udot.utah.gov/snap

Office (801) 965-4486
fax (801) 965-4736

4501 S 2700 W - PO Box 143200
Salt Lake City, UT 84114-3200



UDOT Safe Routes to School (SRTS)

Infrastructure Application

For UDOT Use Only

Project Number:

Date Received:

Read instructions carefully. All relevant sections of the application must be completed for the application to be considered for funding. The application contains pre-formatted fields that allow you to type and save responses. Applications are not accepted for improving or maintaining existing sidewalks. The typical length for funded SRTS sidewalk projects is 2,000 feet. Please contact Cherissa Wood at cwood@utah.gov or (801) 965-4486 for assistance in filling out the application.

Legend

Free-Form Text Field

Drop-Down List

Section 1: General Information

A. Project Contact Information

Applicant (name of primary sponsor organization):	Vernal City		
Primary Sponsor Type – pick one (must own ROW and maintain the facility once it is constructed):	City	If "other", please specify:	
Primary Contact Person (individual familiar with project that can answer questions):	Name: Sarah Gray		
	Title: Discovery Elementary Community Council		
Street Address: 650 West 1200 South	City: Vernal	Zip Code: 84078	
Daytime Phone: 435-720-3193	Email: stktjt@gmail.com		
School District Involved: Uintah School District	School(s) Involved: Discovery Elementary		

B. Brief description of what improvements are needed at the proposed location(s)

Project consists of 635 feet of sidewalk, curb and gutter and shoulder expansion to provide room for a paved bike lane along 1200 South between Discovery Elementary (650 West) and 500 West. Currently students walk or ride directly adjacent to the travel lane for parents picking up students from the school.

C. Brief description of how the proposed project will increase the number of children walking or biking to school

By providing a safe location for students to get from the school to the existing sidewalk and bike lane on 500 West, more parents will feel comfortable letting their child walk or ride to school without having to worry about how close to traffic they are required to walk.

Ver. 07-17-15